

## **Online Course Evaluation Recommendation**

Recommendation for the One-Year Online Course Evaluation Trial:

All Faculty and Instructional Staff for all courses at NJIT will be required to participate in the one-year trial of an online course evaluation system. No changes will be made to the evaluation form currently being used. Faculty and Instructional Staff will be provided email notification of the opening and closing dates of the online course evaluation system. The opening and closing dates for the online course evaluation should also be included in the academic calendar. The online course evaluation system will be available for a 2 to 3-week period for students to complete. Reminder emails will be sent to the students daily during this 2 to 3-week period until either:(1) the student completes the course evaluation; or (2) the student unsubscribes from the email notices.

The results of the evaluation will be provided to each Faculty and Instructional Staff one month after the evaluation period has ended. To enable this shorter turnaround, it is recommended that reviews of the evaluations by the administration be performed at the same time that evaluation results are distributed to the Faculty, Instructional Staff and their Departments.

Course evaluation summary data for each Department and College should also be provided to the Faculty and Instructional Staff for the current semester and from the previous two years. This will allow the Faculty and Instructional Staff to assess their performance relative to previous years and to performance of the Department and College in the current semester.

At the completion of the one-year trial, statistics should be calculated comparing the results from the one-year trial period for all face-to-face courses to an average of past years' results. At a minimum the comparison should include: change in response rate (overall, by Department, by College, by upper and lower division classes) and change in ratings.